

Worksheet



MUNICIPAL PROFILE

Use this worksheet to compile all the background information that is necessary for you to make program design decisions.

Upon completion of this worksheet you will have, at your fingertips, knowledge of all the mechanics of your municipality's existing solid waste and recycling programs. Designing a pay-as-you-throw program without a full comprehension of all of this information would be impossible.

The worksheet asks you to research the following:

- Disposal, collection and recycling information on the residential portion of the waste stream
- Disposal, collection and recycling information on the non-residentially generated portion of the waste stream (i.e., businesses; often times waste generated by condominiums and apartment buildings are included as commercial waste as well)
- Information on various supplemental waste collection programs, such as leaves and yard waste, bulky waste, Christmas trees and any other solid waste programs your municipality may operate

This information can be gathered from a variety of sources, including:

- Public Works Department
- Tax Assessor's Office
- Town Treasurer
- Department of Environmental Protection (DEP) - Recycling Office
- Office of your chief elected official
- Resource Recovery Facilities and recycling processing centers that process the materials generated by your municipality

It is important that this questionnaire be completed. A full understanding of how a municipality is handling its current waste stream is essential to an effective program design. Without having these facts at your disposal, the program could be left vulnerable to failure.

Part A: General Information

1. Municipality: _____
2. Population: _____
3. Number of Single Family Households: _____
4. Number of Households in two- to six- family units: _____
5. Number/Population of Multi-Family Units (apartment buildings greater than six-family, condos, etc.):

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6. Do you have a substantial seasonal population? Yes ☐ No ☐

7. If yes, how large? _____

8. What time of year are they present? _____

9. Do you have any Fire Districts in your town? Yes ☐ No ☐

10. If yes, do they make their own separate arrangements for waste disposal? Yes ☐ No ☐

11. If yes, what are they? _____

12. What is the amount of the municipal budget dedicated to solid waste disposal in your current fiscal year?

13. What do these costs include (tipping fees, collection, transfer station, salaries, etc. Please itemize)?

Line Item:	Amount Allocated:

14. Does your municipality believe it may be paying the disposal costs of waste generated outside its borders (e.g., waste from neighboring towns)? Yes ☐ No ☐

Worksheet #2 (Continued)

Part B: Residential Municipal Solid Waste (MSW)

This part of the questionnaire pertains to that portion of waste that is generated by residents living in single family, or two-to-six family homes. Most municipalities keep separate records for waste generated by the residential sector and commercially-generated waste (waste that is generated by businesses and large multi-family units). In this section, use only residential figures.

The questionnaire asks you to collect information regarding three areas of residential waste disposal. Information on residential recycling will be collected in the following section.

- Disposal
- Collection
- Recycling

Disposal Information

1. Where is your municipality's residential solid waste brought to for disposal?

2. What is the current tipping fee (cost per ton for disposal)?

3. Is the tipping fee projected to rise? Yes ☐ No ☐

4. If yes, when? _____

5. If yes, by how much? _____

6. If no, how long is it expected to stay the same? _____

7. If your municipality has a contract with a Resource Recovery Facility (RRF), is it meeting its minimum put-or-pay obligation? (A put-or-pay obligation is the amount of tonnage the municipality is under contract to provide each year.) Yes ☐ No ☐

8. Put-or-Pay Minimum: _____

9. If no, how much is the annual shortfall? _____

10. Is the shortfall paid completely by the municipality? Yes ☐ No ☐

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11. If no, describe the current arrangement for payment of the balance of the put-or-pay obligation that is owed to the RRF.

12. If you are meeting your put-or-pay obligation, how many tons is your municipality delivering over the commitment?

13. Who pays tip fees at final disposal site: residents (included in the bill they receive from their waste hauler) or municipality (included in the tax base)?

14. Does your municipality use a transfer station before delivering waste to its final disposal site?

Yes ☐ No ☐

15. If yes, where is it located? _____

16. Who operates the transfer station that your municipality uses?

17. Are transfer station fees included in the final disposal tip fee? Yes ☐ No ☐

18. If no, what are the costs? _____

19. Who pays them (residents in the bill they receive from their waste hauler or the town through taxes)?

20. What was your previous year's annual disposal rate for residential waste and your current rate of disposal?

- Previous Year's Total: _____
- Current Year's Estimate: _____

Worksheet #2 (Continued)

Collection Information: Curbside

1. Who collects waste from residents (private haulers, municipal haulers)?

Private Haulers _____ Municipal _____

2. If the service is provided by municipal haulers, are residents billed a fee by the municipality or are costs covered in the tax base?

3. If private haulers are used, who contracts with the haulers (residents contract directly, or municipality contracts directly)?

4. If the municipality contracts with haulers directly, is it with a single hauler for the whole municipality or does the town contract with different haulers for different areas?

Single Hauler _____ Multiple Haulers _____

5. If multiple haulers are contracted, how many in total are collecting from residents?

6. If haulers are contracted directly by the municipality, what are the annual collection costs (minus disposal costs)?

7. Are collection costs covered in the tax base or do residents pay a fee to the waste hauler?

8. Describe the level of service provided (weekly, bi-weekly pick-up; curbside/ back door service, etc.):

9. If contracted directly by the resident, what are the monthly charges?

10. How many private haulers do residents have to choose from?

Worksheet #2 (Continued)

11. Describe the level of service provided to them (if you know):

Collection Information: Drop-off Center

1. Does your municipality operate a drop-off center where residents can bring their waste materials?
Yes ☐ No ☐

2. If yes, are they charged for using it?

3. How are residents charged? By weight or by volume (they purchase stickers, pay a flat fee, etc.)

4. How many or what percentage of the residents utilize the drop-off center to drop off their waste?

5. How many tons of waste are collected at the drop-off center annually from residents?

6. What are the annual costs for operating the drop-off center?

7. How many of these costs are covered in the tax base?

8. What are its hours of operation?

Worksheet #2 (Continued)

Part C: Residential Recycling

This part of the questionnaire asks you to collect information regarding three areas of residential recycling:

- Curbside collection of recyclables
- Drop-off of recyclables
- Processing of recyclables

Collection Information: Curbside Recycling

1. Is curbside service available for the collection of recyclables from residents? Yes ☐ No ☐
2. If yes, do residents receive curbside collection from a private hauler or the municipality?

Private Hauler _____ Municipality _____

3. What recyclable materials are collected?

4. How are they collected (collection bin; bags, etc.):

5. Who pays for the service, the resident or the municipality?

Resident _____ Municipality _____

Collection: Drop-off Center for Recyclables

1. Do you operate a drop-off center for recyclables? Yes ☐ No ☐
2. If yes, what materials are collected there?

3. Is there are charge to residents for dropping off their recyclables? Yes ☐ No ☐

4. If yes, what are they?

Worksheet #2 (Continued)

Processing of Recyclables

1. Where are recyclable materials delivered for processing?

2. Do you pay a tip fee for delivery of recyclables at the processing center or other places?
Yes ☐ No ☐
3. If yes, what are those fees?

4. Is there a chance this fee could rise in the near future? Yes ☐ No ☐
5. If yes, when? _____
6. By how much? _____
7. Do you currently share in any revenues from the materials? Yes ☐ No ☐
8. If yes, please describe:

9. If you are not currently charged a tipping fee for processing, is there a chance you may be charged a tip fee in the future? Yes ☐ No ☐
10. If yes, when? _____
11. How much: _____
12. What was the curbside recycling rate for collection of recyclables from residents in the previous year?

13. How much recyclable material was collected at the drop-off center in the previous year?

Worksheet # 2 (Continued)

14. What is the combined annual tonnage of recyclables recovered (curbside and drop-off):

15. What percentage did this represent of the total residential waste stream?

16. Are you reaching the state-mandated reduction and recycling goals of a 40% diversion rate?

Yes ☐ No ☐

17. If not, what is the estimated shortfall?

18. What, in your opinion, are the reasons for not meeting recycling goals?

19. What are some of the strategies you think are needed to increase recycling rates?

20. How often are residents updated on recycling program information?

Worksheet #2 (Continued)

Part D: Commercial MSW

This part of the questionnaire pertains to that portion of waste that is generated by businesses and large, multi-family buildings, such as apartments and condominium associations. In this section, use only commercially-generated figures.

The questionnaire asks you to collect information regarding three areas of commercial waste disposal:

- Disposal
- Collection
- Recycling

Disposal Information

1. Where is commercial waste brought to for disposal?

2. What is the tipping fee (cost per ton) for disposal?

3. Do commercial businesses pay for collection and disposal, or just for collection of waste materials?

4. If commercial businesses pay only collection costs, does the municipality pay for disposal costs?
Yes ☐ No ☐

5. Is the waste collected from multi-family housing units (apartments, condominiums, etc.) considered commercial waste in your municipality? Yes ☐ No ☐

6. If it is not considered commercial waste, is it included in the residential waste stream? Yes ☐ No ☐

7. If accounted for separately, what is the Annual Disposal Rate for waste generated from multi-family housing units?

8. If not accounted for separately, what is the Annual Disposal Rate for waste generated from multi-family housing units and businesses combined (all commercial MSW)?

Worksheet #2 (Continued)

9. What percentage of your total MSW generation is from commercial sources?

Collection Information

1. Do businesses contract directly with waste haulers for collection of their waste?

Yes ☐ No ☐

2. If yes, approximately how many haulers pick up from businesses in your municipality?

3. Do small businesses in your community have access to a drop-off center for waste disposal?

Yes ☐ No ☐

4. If yes, how is a small business defined (ex., by number of employees)?

5. If yes, are they charged a fee for bringing waste to the site? Yes ☐ No ☐

6. If yes, what is the fee charged?

Recycling Information

1. What recyclable materials are collected from the commercial sector?

2. To the best of your knowledge, do the same haulers that pick up waste materials from their customers also pick up recyclable materials? Yes ☐ No ☐

3. If no, do businesses make separate arrangements for the collection of their recyclable materials?

Yes ☐ No ☐

4. If yes, with whom?

Worksheet #2 (Continued)

5. Is there a drop-off center available to small businesses for collection of recyclables? Yes ☐ No ☐

6. If yes, which recyclable materials are collected from businesses?

7. Are small businesses charged a fee for using the drop-off center for recyclable materials?

Yes ☐ No ☐

8. If yes, what are the fees?

9. What is the annual recovery rate of recyclable materials from the commercial waste stream?

10. What is the percentage of the total commercial waste stream that is being recovered for recycling? (ex., commercial waste stream equals 3,000 tons; if 500 tons are recovered for recycling, then approximately 17% is being recovered for recycling):

11. What percentage of the total amount of recyclable materials collected from your municipality (residential recyclable materials combined with commercial) consists of commercial recyclables? (ex., total recycling rate is 23% of waste stream. Residential component of that 23% is 15%; therefore, commercial component is 8%):

12. Are you reaching state-mandated recycling goals (40% reduction and recycling) of your commercial MSW? Yes ☐ No ☐

13. If no, what is the estimated shortfall?

14. What, in your opinion, are the reasons for not meeting recycling goals in the commercial sector?

Worksheet #2 (Continued)

15. What are some of the strategies you think are needed to increase recycling rates?

Part E: Miscellaneous Materials

Bulky Materials

1. How are bulky materials currently collected in your municipality?

2. What are the associated collection costs?

3. Where are they disposed?

4. What are the associated charges for disposal?

5. Who pays the costs of bulky waste collection?

6. Who pays the disposal costs?

7. What is the average annual generation rate of bulky materials?

Leaves/yard waste

1. How are leaves and yard waste collected in your municipality?

Worksheet # 2 (Continued)

2. What are the associated collection costs?

3. Where are they disposed?

4. What are the associated disposal charges?

5. Who pays the costs of leaf and yard waste collection?

6. Who pays the disposal costs?

7. What is the average annual generation rate of leaves and yard waste in your municipality?

8. How much of this is recovered for composting?

9. Is finished compost available to residents? Yes ☐ No ☐

10. Is any kind of support given to encourage residents to compost at home? Yes ☐ No ☐

11. If yes, please describe what those efforts are (publicity, education, provision of backyard composting bins, etc.)

12. Please describe any other waste-related collection or disposal activity that you think should be included, or will be impacted by, a PAYT program (e.g., tires, Christmas trees, etc.)

Worksheet #2 (Continued)

13. Additional comments
